

STUDENT RECORDS DATA COLLECTION
FALL
2004-2005
Layout for Tab-Delimited File

Header Records (must include all records exactly as indicated)			
SenderID =<3 digit Division Number of division submitting file (leading zero must be included, i.e. 001)>			
CreateDate =<current date in mm/dd/yyyy format>			
CreateTime =<current time in hh:mm:ss format>			
EMAIL =<sender's e-mail address>			
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DATATYPE=STUDENT_FALL			
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“A” Record – fixed length			
Field Length	Field Name	Contents	Required
1	Record Type	Constant=A	Y
1	File Submission Type ID	Constant=1 (1=FALL submission)	Y
4	Beginning School Year	Four-digit year for beginning of school	Y
3	Division Number	Leading zero must be included, i.e. 005	Y
1	EIMS Participation Flag	Y=participating in EIMS N=not yet participating in EIMS	Y

“B” Record – tab delimited (50 columns)			
Field Length	Field Name	Contents	Required
1	Record Type	Constant=B	Y
12	Unique Local Student Identifier	Unique identifier for each student	Y
3	Responsible Division Number	Selection from list of education agency numbers, (leading zero must be included, i.e. 001)	Y
4	Responsible School/Center Code	Selection from list of Virginia school numbers	Y
3	Serving Division Code	Selection from list of education agency numbers, (leading zero must be included, i.e. 001)	Y
4	Serving School/Center Code	Selection from list of Virginia school numbers	Y
1	Active Status Code	A=Active I=Inactive N=Not Enrolled	Y
4	Entry Code	Blank (only if active status code is N) or selection from Entry Code list	Y
10	Entry Date	Blank (only if active status code is N) MM/DD/YYYY	Y
4	Exit/Withdrawal Code	Blank or select from list of exit/withdrawal codes	Y

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Field Length	Field Name	Contents	Required
10	Exit/Withdrawal Date	Blank or MM/DD/YYYY	Y
2	Racial/Ethnic Code	00=Unspecified 01=Am. Indian 02=Asian 03=Black 04=Hispanic 05=White 06=Native Hawaiian	Y
1	Gender Code	M=Male F=Female	Y
10	Birth Date	MM/DD/YYYY	Y
2	Grade Level Code	Blank or Select from the list of grade level codes	Y
1	Kindergarten Half-Day Flag	Y=Yes student attends half day N=No, student does not attend half day	Y
3	Primary Disability Code	Blank or select from the list of disability codes	Y
3	Spec Ed Weekly Time %	Blank or Total percentage of time that the spec. ed. student spends each week with a special education teacher	Y
1	Disadvantaged Status Flag	N=No, student is not disadvantaged; Y=Yes, student is disadvantaged	Y
2	Limited English Proficient Code	Blank or 11=Students receiving LEP services; proficiency level is 1; 12=Students receiving LEP services; proficiency level is 2; 13=Students receiving LEP services; proficiency level is 3; 14=Students receiving LEP services; proficiency level is 4; 2=LEP and on monitor status - 1st year; 3=LEP and on monitor status - 2nd year; 4=Identified as LEP, but not receiving services; 5=1st year of Post Monitoring Status; 6=2nd year of Post Monitoring Status.	Y
4	Country of Birth Code	Blank or select from list of Country Codes	Y
4	Home Language Code	Blank or select from list of Language Codes	Y
1	Immigrant & Youth Status Flag	N=No, student not classified as an immigrant Y=Yes, student is classified as an immigrant	Y
1	Refugee Flag	N=Not refugee	Y

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Field Length	Field Name	Contents	Required
		Y=Yes, student is a refugee	
1	Migrant Status Flag	N=No, student not classified Y=Yes, student classified	Y
1	Homeless Status Flag	N=No, not classified as homeless Y=Yes, classified as homeless	Y
1	Neglected/Delinquent Status Flag	N=No, student not neglected or delinquent Y=Yes, student classified as delinquent	Y
4	Gifted Code	Select from the list of gifted codes	Optional for FALL
2	Title I Code	Blank=not Title I 01=Reading 02=Math 03=Reading and Math 04=Math and Health 05=Reading and Health 06=Math, Reading and Health 07=Math and Support Services 08=Reading and Support Services 09=Math, Reading and Support Services 10=Math, Reading, Support Services and Health	Y
1	GED Program Code	Blank 1=GED 2=ISAEP 3=GAD	Optional for FALL
1	International Baccalaureate Program Flag	N=Student is not in IB program Y=Student is in IB program	Optional for FALL
2	Graduate/Other Completer Code	Blank or 01=Standard diploma; 02=Advanced Studies Diploma; 03=Special Diploma; 04=Certificate of Program Completion; 05=GED; 06=IB; 07=Modified standard diploma; 08=GED as part of ISAEP	Optional for FALL
2	Graduation Plan Code	Blank or 01=4-yr college 02=2-yr college 03=other education plan 04=Military 05=Employment 06=None	Optional for FALL

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Field Length	Field Name	Contents	Required
1	Advanced Placement Code	Blank or 1=Enrolled in AP class 2=Enrolled in AP and took AP exam 03=took AP exam	Optional for FALL
1	Dual Enrollment Code	Y=Yes, student is taking one or more courses for college credit; N=No, student is not taking courses for college credit	Optional for FALL
1	CTE Finisher Code	1=Student finished CTE requirements for graduation 2=Student finished CTE requirements for completion of a Tech Prep program 3=Student took at least one CTE course since the 7 th grade but has not finished CTE requirements for completion 4=Student has not taken any state-approved CTE courses since the 7 th grade	Optional for FALL
2	CTE Career Family Code	1=Agriculture and Natural Resources 2=Architecture and Construction 3=Arts/Audio/Video Technology & Communication 4=Business and Administration 5=Education and Training 6=Finance 7=Government and Public Administration 8=Health Science 9=Hospitality and Tourism 10=Human Services 11=Information Technology 12=Law and Public Safety 13=Manufacturing 14=Retail/Wholesale Sales & Service 15=Scientific Research & Engineering 16=Transportation, Distribution & Logistics	Optional for FALL
3	CTE Special Populations Code	1=Single Parent 2=Displaced Homemaker 3=Non-Traditional Career Preparation 12=Single Parent and Displaced Home maker 13=Single Parent and Non-Trad Career Prep 23=Displaced Homemaker and Non-Trad Career Prep 123=Single Parent, Displaced Homemaker and	Optional for FALL

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“B” Record – tab delimited (50 columns)			
Field Length	Field Name	Contents	Required
		Non-Trad Career Prep	
2	Dropout Reason Code	Blank or 10=Achievement 20=Behavioral 30=Health 40=Family Reason 50=Financial Hardship 60=Employment 70=Moved 80=Maximum age 90=Expulsion	Optional for FALL
1	Summer Dropout Flag	Y=student is a summer dropout; N=student not a summer dropout	Optional for FALL
3	Aggregate Days Present	Number	Optional for FALL
3	Aggregate Days Absent	Number	Optional for FALL
1	Retention Flag	N=Promoted; Y=Retained	Optional for FALL
1	Truancy Conference Flag	N=No conference scheduled Y=at least one conference held	Optional for FALL
2	Tuition Paid Code	Blank or 02=Paid Tuition to State Supported Institution; 03=Paid Tuition to Private Institution; 04=Paid Tuition to Regional Center; 05=Received Tuition from Another LEA; 07=Served Through CSA; 09=Inter-State Compact Placement; 10=Out of State Students: Contiguous State Offering Same Privileges to VA Students per 22.1-5; 11=Out of State Students: Contiguous State NOT Offering Same Privileges to VA Students per 22.1-5; 12 =Tuition Received from a Non-Contiguous State or US Territory; 15=Paid Tuition to a School Division Outside the Commonwealth of Virginia.	Y
2	Non-Public Student FTE	Blank, 10, 25, or 50. This is an implied decimal. .10=10; .25=25; .5=50	Y
10	State-Wide Testing ID	Blank or State-Wide testing ID provided by EIMS	Y - EIMS Participants

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"B" Record – tab delimited (50 columns)			
Field Length	Field Name	Contents	Required
			only
15	Student First Name	First name of the Student	Y - EIMS Participants only
1	Student Middle Initial	Middle Initial of Student	Optional – Provide if available
25	Student Last Name	Last Name of the Student	Y - EIMS Participants only

Trailer Record
RecordCount=<number of A and B records included in this file (A record plus all B records)>